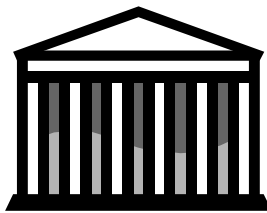


# NEIGHBORHOOD PROJECT FUND 2002



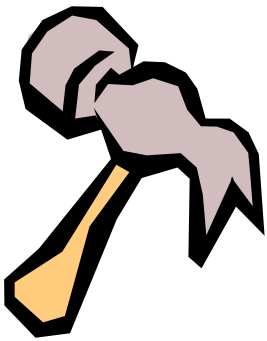
## General Info:

- Location
- Design
- Public/Private
- Codes
- Construction

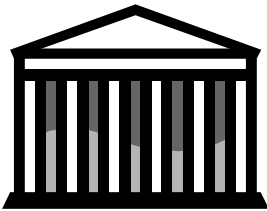


## General Information

- **Location:** Pavilions and gazebos provide excellent focal points for neighborhoods. These structures serve as central locations where residents can hold family gatherings and neighborhood activities, including community meetings and picnics. Pavilions and gazebos also can add value to existing community resources. For example, placing a new pavilion in a currently underutilized neighborhood park can provide new space for people to gather and congregate.
- **Pavilion Design:** Designing a pavilion is a technical task and will require professional design experience, either in architecture or engineering. Look for design professionals or contractors in your area who might be willing to design a structure or donate services to the project. The Planning Department requires that the neighborhood **provide stamped drawings** for the pavilion or gazebo. The Planning Department also requires that a person with appropriate technical expertise be designated to oversee project development and construction.
- **Private/Public Property:** Whether the structure is located on public or private property, it must be available and accessible to all citizens. For example, if a pavilion is located on property owned by the neighborhood association, the contract with the City will state that the pavilion is available for use by the general public. The neighborhood association cannot deny a citizen access to the pavilion, even if he or she does not reside in the neighborhood. A pavilion could not be constructed in a gated community or on a private street.
- **Building Codes:** Pavilions or gazebos are considered public structures and must be structurally safe. The pavilion design must adhere to commercial building codes, even if the structure is located on residentially zoned property. The Planning Department and Building Inspections Department can help interpret the building codes.



# NEIGHBORHOOD PROJECT FUND 2002



**Planning  
Dept. Staff  
Support:  
207-6536**

- **Construction:** Building a gazebo or pavilion will require plan review and a building permit from the Building Inspections Department. Pavilion projects require a payment of \$300.00 for storm water drainage impact. This fee must be included in the project budget. In cases where the structure is located over the Edwards Aquifer Recharge Zone, an additional approval will be needed from the Texas Natural Resources Conservation Commission. The Planning Department will assist with all of these processes.

## Resources

- **Guidelines:** The Planning Department also can provide advice concerning building codes, ADA accessibility and general design guidelines. For more information, contact the Planning Department at **207-6536**.

## Getting Started

### 1. **Canvas your neighborhood:**

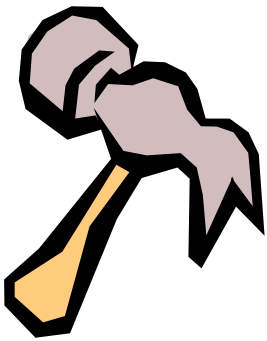
- Decide on a location for your pavilion/gazebo.
- Recruit volunteers to help with the project.

### 2. **Get an application:**

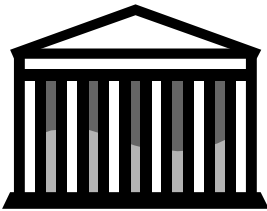
- Applications may be picked up on the 3rd floor of the Municipal Plaza Building at 114 West Commerce Street.
- Applications may be picked up at any police substation, branch library or community center.
- Applications may be downloaded from the Planning Department's website @ **<http://www.sanantonio.gov/planning/neighborhoods>**.

### 3. **Identify the location:**





# NEIGHBORHOOD PROJECT FUND 2002



## Getting Started:

1. Canvas Neighborhood
2. Get Application
3. Identify Location
4. Get Owner Permission
5. Basic Sketch
6. Project Schedule
7. Project Budget
8. Submit Application



- A physical location or address and a location map is required. If selected for funding, the legal description of the property will be needed for permitting
- Pavilions or gazebos can be located on public or private property, however, the structure must be accessible to the public at-large. Access includes a structure that is accessible to the disabled as well as allows the general public to enjoy the structure.

## **4. Ask for the Property Owner's Permission:**

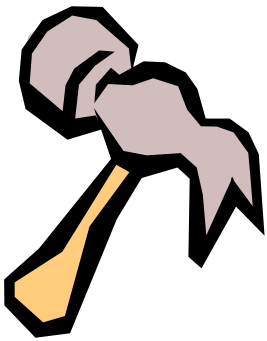
- If the pavilion is located on private property, written permission from the property owner must be submitted with the application.
- If the property is owned by the City of San Antonio, permission to implement the project will be reviewed as a part of application processing.

## **5. Create a basic sketch:**

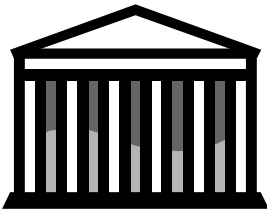
- Locate/recruit design and construction professional(s) who will provide design and/or construction services. Design and/or construction services can be paid for using city funds. However, donated services allow for more funds to be directed to purchasing quality materials.
- Establish a project committee or point of contact to approve the project scope and design concept, select and approve the usage of any designer or contractor, approve a final design and release funds.

## **6. Project Schedule:**

- Develop a timeline for design, construction and completion of the project.
- The Planning Department anticipates signing contracts in September, 2001. Projects will need to be completed within one year contract signing.
- Please keep in mind that some approval processes need to be



# NEIGHBORHOOD PROJECT FUND 2002



**Applications**  
**Due: 4:30 PM,**  
**Friday, March 1,**  
**2002**

- addressed prior to construction (see Implementation steps 2 and 3). Allow time for these processes in your project schedule.
- Also keep in mind the possibility of weather and holiday delays.

## 7. **Project Budget:**

- Develop a project budget that includes letters of commitment from all groups involved in the project. **(The Planning Department can assist with the project budget)**

## 8. **Submit your application:**

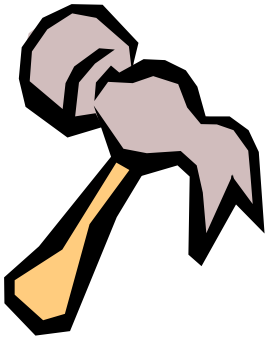
- Applications are due by **4:30 PM, Friday, March 1, 2002.**
- Applications may be hand-delivered to the 3rd floor of the Municipal Plaza building A 114 West Commerce.
- Applications may be mailed to the City of San Antonio Planning Department, P.O. Box 839966, San Antonio, TX 78283-3966.
- Be sure to include the name of the person who will develop the stamped drawings and the project manager's name in your response to the project description question on the application.
- Your organization must provide an original of the signature page and any needed attachments prior to the **March 1** deadline.

## **Implementation Steps (If your application is selected)**

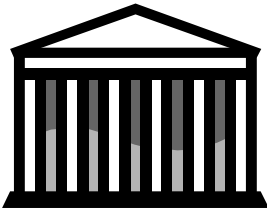
### 1. **Creating Construction Documents:**

- If the application is selected for funding and a contract with the City is signed, the project will need **stamped** construction documents, including a site plan, foundation plan, framing plan, roof plan, elevations,





# NEIGHBORHOOD PROJECT FUND 2002



## Implementation:

1. Create construction Documents
2. Get approvals
3. Get permits
4. Get money
5. Implement
6. Maintain



- structure sections, and details that conform to the Uniform Building Code.
- These construction drawings must be sent through the Building Inspections Department for plan review and permitting before any construction can begin.

## 2. Requesting Approvals (not all projects):

- If the pavilion is to be placed on City-owned parkland, the project will need the approval of the Parks and Recreation Department, Parks Advisory Board, and the Historic and Design Review Commission.
- In the event that the structure is to be placed over the Edwards Aquifer Recharge Zone, an additional approval from the Texas Natural Resources Conservation Commission (TNRCC) may be required. Approval processes by TNRCC can take up to 45 days. **(process facilitated by City)**

## 3. Getting a Building Permit:

- Once the approval process is complete, the project is submitted for plan review and a building permit. This process can take from 4 to 6 weeks.

## 4. Money:

- Submit a payment request as described in the "Money Guide" handout. (to be distributed)

## 5. Implementation:

- Construct project according to approved construction documents under the supervision of your project manager.

## 6. Maintaining the Pavilion:

- The neighborhood group is responsible for maintaining the pavilion.